The EBA documents for HB 1 through HB 12 have been created and loaded to SUSF. The EBA document is available for an agency to allocate their appropriations to lower level organizations. In addition, the EBA document may be used to set internal spending controls for these allocations. If an agency does not want to allocate their appropriations to lower level organizations, no action is necessary on the EBA document. Agencies must complete their allocations on the EBA documents by 6:00 p.m. on June 30, 2008.

The EBA documents were loaded prior to the appropriation bills being signed to allow an agency time to allocate their appropriations prior to July 1st. The amounts on the EBA documents are the Truly Agreed to and Finally Passed amounts from the House Bill prior to any veto action and prior to the calculation of Governor's reserve. Since the EBA documents were loaded early, adjustments to an internal allocation may be necessary after July 1st. An agency will need to use an EB2 or TB document for adjustments to an internal allocation after July 1st.

The EBA document is created through an interface between the budget preparation system and the financial system. The TAFP amount by fund, agency, organization, appropriation, and budget object classes are used as the starting point to create the document. Next, the system looks at the ORG2 table to explode the fund, agency, appropriation, and budget object classes to the lower level organizations that report to the organization sent from the budget preparation system. The amount loaded for these lower level organizations is $0. The EBA explosion stops at the organization level indicated on the ORG2 table for the Expense Budget Organization Level control.

The first four digits of the EBA document number contain the appropriation number. There may be multiple EBA documents for one appropriation.

The following are some guidelines in creating an internal allocation and setting spending controls:

- If an appropriation is normally subject to the Governor's reserve, an agency will need to anticipate the reserve amount prior to allocating the appropriation. The Governor's reserve amount will be calculated once the appropriation bills have been signed. An agency may have to adjust the internal allocation once the Governor's reserve amount is determined.

- To control the amount obligated or expended against an expense budget, set the Spending Control flag to Yes.

- In most cases, the allocation and spending control must be set at the expense budget in which expenditures will be recorded. The amount for higher level organizations must be set at $0 with the spending control flagged switched to Yes. The exception to this rule is if the EBA explosion was stopped at a higher expense budget organization level. In these cases, the allocation and spending control must be set at lowest expense budget organization.

- Do not enter an Activity code or Function code on the EBA document. Budgeting by Activity code or Function code requires all expense budgets for that fund/agency combination to be budgeted by Activity code or Function code. The State of Missouri does not budget by Activity code or Function code.

- New organizations or budget object classes may not be added on the EBA document. If additional organizations or budget object classes are necessary, an EB document will need to be processed after July 1st.

- If the EBA document is edited, each line on the EBA document will receive error messages since the appropriations have not been loaded for the new fiscal year. Editing the EBA document will result in multiple error messages per line of the document. It is best not to edit the EBA document.

- Do not put the EBA document on Hold. After making changes, select Process Schedule.